

**MINUTES OF THE  
LEGISLATIVE INFORMATION TECHNOLOGY STEERING COMMITTEE**

Monday, November 8, 2010 – 10:00 a.m. – Room 445 Capitol Building

**Members Present:**

Sen. Curtis S. Bramble, Senate Chair  
Rep. Bradley G. Last, House Chair  
Sen. Patricia W. Jones  
Rep. Laura Black  
Rep. Ronda Rudd Menlove  
Mr. John M. Schaff  
Mr. Jonathan Ball  
Mr. Chris R. Bleak  
Mr. Ric Cantrell  
Mr. Michael E. Christensen

**Members Absent:**

Sen. Kevin T. Van Tassell

**Staff Present:**

Mr. Mark J Allred, IT Manager  
Mr. Thomas R. Vaughn, Associate General Counsel  
Ms. Chelsea Barrett, Legislative Secretary

**Note:** A list of others present, a copy of related materials, and an audio recording of the meeting can be found at [www.le.utah.gov](http://www.le.utah.gov).

**1. Committee Business**

Chair Last called the meeting to order at 10:15 a.m.

**MOTION:** Sen. Jones moved to approve the minutes of the October 21, 2010 meeting. Rep. Black requested that "Sen. Black" be corrected to "Rep. Black" in the minutes. The motion passed unanimously. Rep. Menlove was absent for the vote.

**2. Legislative Technology Sinking Fund**

Mr. Ball distributed "Legislature 'Shared Support' Funding Mechanism." He explained that the shared support would combine many information technology services into one line item for the Legislature's staff offices. Services might include land-line phones, BlackBerries, networking infrastructure, servers, web services, voting systems, and database services. The Legislative Information Technology Steering Committee would recommend shared services proposals, which would then be approved by the Legislative Management Committee.

Sen. Bramble questioned the overlapping of services within the different legislative staff offices. The Committee discussed streamlining tasks and coordinating within the various legislative staff offices.

**MOTION:** Sen. Bramble moved to continue pursuing shared support ideas, gather more information, and prepare a recommendation for Legislative Management Committee by March of 2011. The motion passed unanimously.

**3. Legislative Phone System**

Mr. Allred distributed "Legislative Phone System." He explained the five options for the existing phone system, including updating the current system, surplus and outsourcing the phone system, purchasing a Voice Over IP (VOIP) system, or preparing a Request for Proposals (RFP).

The Committee discussed the options and requested information on the number of desk phones affected by the proposals and the likelihood of staff using alternative mobile devices instead of desk phones.

**MOTION:** Sen. Bramble moved to recommend option two, which requires replacing the existing voicemail and programming equipment at a cost of approximately \$32,000, with a maintenance contract of approximately \$2,600 per month. The motion passed unanimously.

#### **4. Eliminating Fax Machines**

Mr. Allred distributed "Eliminating Fax Machines." He explained two options, which include continuing with the existing phone system and fax machine usage, or purchasing phone lines from DTS for the next one to three years until fax machines become absolute.

**MOTION:** Sen. Bramble moved to recommend option one, which requires using the existing phone system until a VOIP system is purchased. The motion passed unanimously. Mr. Bleak was absent for the vote.

#### **5. Support for Mobile Devices**

Mr. Allred distributed "Explosion of Mobile Platforms" and "Support Policies." He explained the growing trend and expected advances in mobile technology. He discussed several states' legislative mobile device contracts and processes.

The Committee discussed the options for mobile phone technology for the Legislature.

**MOTION:** Sen. Bramble moved to have staff prepare alternatives for mobile phone usage for the Legislature and present their findings at the next meeting. The motion passed unanimously. Mr. Bleak and Mr. Schaff were absent for the vote.

#### **6. Email Options for the Legislature**

Mr. Allred distributed "Top 10 Email Clients." He explained that the existing email system used by the Legislature is in need of improvements and updates. He explained that the state is currently working on an RFP for email systems and explained that the Legislature could become involved with the resulting contract.

The Committee discussed email options for the Legislature.

#### **7. Other Items / Adjourn**

The chairs scheduled the next meeting for December 15, 2010, 9:00 a.m.

**MOTION:** Rep. Black moved to adjourn the meeting. The motion passed unanimously. Mr. Bleak and Mr. Schaff were absent for the vote.

Chair Last adjourned the meeting at 12:33 p.m.